



Commonwealth of Virginia

Walter J. Kucharski, Auditor

**Auditor of Public Accounts
P.O. Box 1295
Richmond, Virginia 23218**

September 20, 2005

Tony Carter, Chairman
Board of Supervisors
220 N. Commerce Avenue, Suite 100
Front Royal, VA 22630

Dear Mr. Carter:

We have reviewed the Commonwealth collections and remittances of the Treasurer, Commissioner of the Revenue, and Sheriff of the County of Warren for the year ended June 30, 2005. Our primary objectives were to determine that the officials have maintained accountability over Commonwealth collections, established internal controls, and complied with state laws and regulations.

The results of our tests found the constitutional officers complied, in all material respects, with state laws, regulations and other procedures relating to the receipt, disbursement and custody of state funds, except as follows.

The Sheriff did not maintain sufficient internal control over state funds as described below.

Properly Reconcile Bank Statement

The Sheriff did not reconcile his official bank account for fiscal year 2005. The Virginia Sheriff's Accounting Manual, page 47, states that sheriffs should reconcile bank accounts monthly. The Sheriff should perform monthly bank reconciliations to ensure the proper accounting of funds and timely recognition of errors.

Promptly Deposit and Remit Sheriff's Fees

The Sheriff only deposited civil fees into his official bank account once a month. The Sheriff should follow the accounting practices for civil fees as outlined in the Virginia Sheriff's Accounting Manual, page 46 which states "Daily deposit all collections into the Sheriff's official bank account intact, if receipts total \$200 or more. If receipts total less than \$200 in a day, accumulate daily receipts until they total \$200. But always deposit no less frequently than weekly."

Tony Carter, Chairman
Board of Supervisors
September 20, 2005
Page Two

In addition, the Sheriff delayed remitting sheriff's fees to the County Treasurer for up to nine business days for 10 of 11 months tested. Section 15.2-1609.3 of the Code of Virginia, requires the Sheriff to remit fees to the County Treasurer on or before the tenth of the month following collections. The Sheriff should comply with remittance requirements as outlined in the Code of Virginia.

We discussed these comments with the Sheriff on September 19, 2005 and we acknowledge the cooperation extended to us during this audit.

Sincerely,

Auditor of Public Accounts

WJK:mto

cc: Douglas P. Stanley, County Administrator
Wanda F. Bryant, Treasurer
John H. Smedley, Sr., Commissioner of the Revenue
Daniel T. McEathron, Sheriff